

**CLASS TITLE: CHIEF OF RESEARCH AND ANALYSIS**

**Class Code: 02664200**

**Pay Grade: 34A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan and supervise research and analysis activities of the Department of Labor and Training or the Department of Administration, involving the direction of a technical staff engaged in complex socioeconomic studies relating to employment, unemployment, disability insurance or other comparable issues relating to state government operations, policies and projects; to conduct a continuing statistical reporting program and to provide state and federal agencies with the results and analyses of these reports; to analyze proposed legislation involving the Department of Labor and Training or Department of Administration; to serve in an advisory capacity to departmental officials for the evaluation or further development of statistical studies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under general direction with considerable latitude to exercise initiative and independent judgement; work is subject to review through conferences and submitted reports for results obtained and conformance to established policies, law, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates, directs and evaluates the work of a technical and administrative staff to ensure proficiency, accuracy and conformity to laws, regulations and established procedures.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To manage and direct a staff engaged in a broad program of research, analysis and reporting on socioeconomic problems in such fields as: unemployment insurance, temporary disability insurance, and other benefit payment programs; also, employment and training functions, other related socioeconomic activities, or other comparable issues relating to state government operations, policies and projects.

To consult with departmental officials in matters of evaluation of federal laws relating to the department; to provide recommendations on any necessary legislative changes.

To be responsible for a program of reporting to comply with federal and state needs requiring the collecting, compiling, tabulating, analyzing, and interpreting of statistical data.

To initiate general or specific research and reporting programs and procedures to provide continuing analysis and evaluation of the operating activities of the department.

To cooperate with state and federal agencies in planning and executing joint studies dealing with problems of mutual concern; to be responsible for an exchange of research and statistical information with such agencies.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the theory and methods of statistics and research as applied to social, economic, and governmental problems and studies; a working knowledge of provisions of federal and state unemployment compensation laws and the provisions of the Rhode Island Temporary Disability Insurance Act; a working knowledge of economic theory and practice; a familiarity with the use of personal computers and spreadsheet and database software; the ability to present ideas clearly and accurately through written and oral reports or various methods of statistical presentation; the ability to instruct and guide others in the ability to initiate, plan, and direct a continuous program of statistical and economic analyses and reporting; the ability to conduct special

studies to determine the effect of social and economic changes, or unemployment compensation and temporary disability insurance programs, or other programs of a similar nature involving government operations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Bachelor's Degree with a specialization in Mathematics or Economics, including courses in the collection and analysis of statistical data; and

Experience: Such as may have been gained through employment in a supervisory capacity in the field of statistical research as applied to socioeconomic, labor market and other issues relating to state government policies and projects.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

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